



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 07-11 **Technical Advisory**

August 28, 2007

TO: All Central Office and District Production Personnel

FROM: /s/ Anthony L. Uremovich
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Production Management Division

SUBJECT: Contract-Preparation Documents to
Contract Administration Division

COMPLEMENTS: Design Memorandum 06-08 Technical Advisory

REVISES: *Indiana Design Manual Section 14-1.02(03)*

EFFECTIVE: Submittals Beginning September 5, 2007

The project manager is responsible for the complete, accurate, and timely submittal of the Contract-Preparation Documents to Contract Administration Division Office of Estimating memorandum. If a project manager is not assigned to the work, the responsibility falls to the designer.

The editable version of the memorandum/worksheet now on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/ as Summarization figure 14-1B0, has been revised. It is also now formatted as an editable Word document. A non-editable PDF version is also attached hereto.

ERMS I.D. has been changed to ERMS Title. A sample ERMS title appears as follows:

FTGeoRpt00000000Contracts.

The proper Des number should be substituted for the seven zeros shown in the title.

The Utility Coordination Certification, figure Cer 10-2B; and the Utility Coordination Certification Waiver, figure Cer 10-2D, both on the dmforms website, have also been revised. Non-editable PDF versions are also attached hereto.

The Summary of Commitments, Summarization figure 7-4A, should be complete at the time of submittal of figure 14-1B0. The Summary should include all environmental-document, regulatory-agency, property-acquisition, and context-sensitivity commitments. The Summary is also on the dmforms website. A non-editable PDF version is also attached hereto.

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Attachments

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